

CHARTER
DEPARTMENT OF DEFENSE MEDICARE-ELIGIBLE
RETIREE HEALTH CARE BOARD OF ACTUARIES

- A. Official Designation: The Committee shall be known as the Department of Defense Medicare-Eligible Retiree Health Care Board of Actuaries (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of 10 U.S.C § 1114, and the Federal Advisory Committee Act of 1972, as amended, shall advise and assist the Secretary of Defense on actuarial matters associated with the Department of Defense Medicare-Eligible Retiree Health Care Fund (hereafter referred to as the Fund). The Board, under the authority of 10 U.S.C. § 1114, shall –
1. Report annually to the Secretary of Defense periodically, but not less than once every four years, to the President and the Congress on the status of the Fund to include recommendations for such changes as in the Board's judgment are necessary to protect the public interest and maintain the Fund on a sound actuarial basis;
 2. Furnish advice and opinion on matters referred by the Secretary of Defense; and
 3. Advise the Secretary of Defense on all actuarial matters necessary to make determinations in order to finance liabilities of the Fund on an actuarially sound basis.
- C. Board Membership: The Board shall be composed of not more than three Board Members appointed by the Secretary of Defense from among qualified professional actuaries who are members of the Society of Actuaries. The Board Members shall serve for a term of 15 years; except those Board Members appointed to fill a vacancy occurring before the end of the term for which the predecessor was appointed shall serve only until the end of such term. Board Members may serve after the end of the term until a successor has taken office. No Board Member, other than those originally appointed for less than a 15-year term or a Board Member appointed to fill an unexpired term may be reappointed for successive terms.

Board Members appointed by the Secretary of Defense, who are not full-time or permanent part-time federal employees, are appointed as experts and consultants under the authority of 5 U.S.C. § 3109, and shall serve as Special Government Employees. Pursuant to 10 U.S.C. § 1114(a) (3), the members shall serve with compensation, to include travel and per diem for official travel. The Chairperson of the Board shall be designated by the Under Secretary of Defense (Personnel and Readiness), on behalf of the Secretary of Defense.

- D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson. The estimated number of Board meetings is one per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed according to established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all board and subcommittee meetings.

The Board is authorized to establish Subcommittees or Working Groups, as necessary and consistent with its mission, and these Subcommittees or Working Groups shall operate under the provisions of the Federal Advisory Committee Act, the Government in the Sunshine Act of 1976 (5 U.S.C § 552B, as amended), and other appropriate federal regulations.

Such Subcommittees or Working Groups shall not work independently of the chartered Board, and shall report their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or Working Groups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Agency or any Federal officers or employees who are not Board Members.

- E. Duration and Termination of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Under Secretary of Defense (Personnel and Readiness), shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C. Appendix, as amended. Additional support, as deemed necessary by the Under Secretary of Defense (Personnel and Readiness), may be provided from other DoD activities.
- G. Operating Costs: It is estimated that the annual operating costs, to include travel costs, consultant fees, and contract support, are \$75,000.00. The estimated annual personnel costs to the DoD are 0.5 full-time equivalents (FTEs).
- H. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
- I. Charter Filed: December 22, 2008